

SITE PLAN & ARCHITECTURAL COMMISSION MINUTES



MEDFORD
OREGON

February 18, 2022

12:00 p.m.

Medford City Hall, Council Chambers

411 West 8th Street, Medford, Oregon

The regular meeting of the Site Plan and Architectural Commission was called to order at noon on the above date with the following members and staff in attendance:

Commissioners Present

Jeff Bender, Chair
Bill Chmelir, Vice Chair
Jim Akery
David Culbertson
Bob Neathamer

Staff Present

Kelly Evans, Assistant Planning Director
Katie Zerkel, Deputy City Attorney
Alicia Wilson, Senior Assistant City Attorney
Karl MacNair, Transportation Manager
Steffen Roennfeldt, Planner III
Debbie Strigle, Recording Secretary

Commissioners Absent

Sam Bickel, unexcused
Paul McClay, excused
Marcy Pierce, excused
Elle Powell, excused

10. Roll Call

20. Consent Calendar

20.1 **AC-21-297** Final Order for the construction of a 7,485 square foot addition to an approximately 6,800 square foot existing pre-engineered steel building. The site consists of a single parcel totaling 1.9 acres (2.5 gross acres), and is located south of Schulz Road, fronting along its northerly boundary; west of Hadley Drive, fronting along its easterly boundary; and east of Table Rock Road, fronting along its westerly boundary (Address: 4460 Table Rock Road). The property is within the I-L (Light Industrial) zoning district (372W01D TL 400).

Motion: Adopt the consent calendar.

Moved by: Commissioner Culbertson

Seconded by: Commissioner Neathamer

Voice Vote: Motion passed, 5-0

30. Approval or Correction of the Minutes

30.1 The minutes from the February 4, 2022, meeting were approved as submitted.

40. Oral Requests and Communications from the Audience. None.

50. Public Hearings

Katie Zerkel, Deputy City Attorney, read the rules governing the public hearings.

Continuance Request.

50.1 **AC-21-407** Consideration of plans for the construction of a 4,116 square foot restaurant and attached 1,440 square foot coffee shop on 0.71 acres at the northeast corner of the Crater Lake Avenue and Owen Drive intersection (2201 Owen Drive) within the I-L (Light Industrial) zoning district. (371W08BC2508). Applicant: FBP Properties; Agent: JB Steel Inc.; Planner: Steffen Roennfeldt.

The applicant has requested that this item be continued to the April 15, 2022, meeting.

Motion: Continue this item to the April 15, 2022, meeting.

Moved by: Commissioner Culbertson Seconded by: Commissioner Neathamer

Roll Call Vote: Motion passed, 5-0

New Business.

50.2 **AC-21-378** Consideration of a revision to the Northgate Office Park Master Site Plan and Final Site Plan approval for the future development of Northgate Office Park, Phase 2 consisting of 98,286 square feet of commercial development located on 9.97 acres within a C-C (Community Commercial) zoning district with a RZ (Restricted Zoning) overlay. Generally located north of Rossanley Drive and east of North Central Avenue. Applicant: Northgate Center, LLC; Agent: O'Connor Law Group LLC; Planner: Steffen Roennfeldt.

Chair Bender asked for any potential conflicts of interest, ex-parte communications, or site visits. Commissioner Neathamer disclosed he has a business relationship with the applicant but has not worked on this project. He stated he could remain impartial and it would not affect his decision.

Steffen Roennfeldt, Planner III, summarized the staff report dated February 11, 2022. Staff recommended approval.

The public hearing was opened and the following testimony was given:

a) Dan O'Connor, agent for the applicant, 670 G Street, Jacksonville, Oregon, gave a brief description of the project.

Commissioner Akery had some questions about the DDA agreement, review, and permitting process for compliance with the Master Plan. There was some discussion about the expiration. Mr. O'Connor said they had a disagreement with the previous City Attorney as to if it actually expired or not. He went into more detailed explanation. Mr. O'Connor stated they are proceeding as if the DDA is still in effect and they are currently working with the City and ODOT to amend the DDA at this time.

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Chair Bender reserved rebuttal time for Mr. O'Connor.

There being no further testimony, the public hearing was closed.

Motion: Adopt the findings as recommended by staff and direct staff to prepare the final order for approval of AC-21-378, per the staff report dated February 11, 2022, including Exhibits A through R, and correcting Item 4 of the Conditions of Approval to comply with all conditions of the Rogue Valley Sewer Service letter, which is Exhibit O.

Moved by: Commissioner Culbertson Seconded by: Commissioner Neathamer

Roll Call Vote: Motion passed, 5-0

60. Written Communications None.

70. Unfinished Business None.

80. New Business None.

90. Report from the Planning Department

90.1 Ms. Evans stated there would be business for the March 4, and March 18, 2022, meetings. There will be a study session immediately following the March 18th meeting regarding Fair Housing training.

90.2 Ms. Evans introduced Alicia Wilson, the new Senior Assistant City Attorney.

90.3 Ms. Evans said staff would try and keep meetings down to once a month during the summer months.

100. Messages and Papers from the Chair None.

110. Propositions and Remarks from the Commission None.

120. Adjournment

120.1 The meeting was adjourned at approximately 12:28 p.m. The proceedings of this meeting were digitally recorded.

Submitted by:

Debbie Strigle
Recording Secretary

Jeff Bender, Chair
Site Plan and Architectural Commission

Approved: March 4, 2022